



**Minutes of the  
City Commission for the City of Traverse City**

**Regular Meeting**

**June 6, 2016**

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were in attendance: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration.

**2. Consent Calendar**

Moved by Lewis, seconded by Shamroe, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. that the minutes of the May 2, 2016, Regular Meeting, the May 5, 2016, Special Meeting, the May 9, 2016, Study Session, the May 17, 2016, Special Meeting, the May 23, 2016, Study Session, and the May 31, 2016, Special Meeting be approved.
- b. the City Manager be authorized to issue a confirming purchase order in the amount of \$16,791.07 to Scotland Oil Co. for 10,006 gallons of dyed #2 diesel fuel without additives priced at \$1.6781 per gallon with funds available in the Garage Fund.

- c. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$17,734.45 to Crystal Flash Energy for 9,998 gallons of unleaded gasoline priced at \$1.7738 per gallon with funds available in the Garage Fund.
- d. the Mayor and City Clerk execute a five-year agreement with Northwestern Michigan College (NMC) at \$.66 per parcel for the collection of summer taxes for NMC, and a five-year agreement with Traverse City Area Public Schools (TCAPS) at \$.66 per parcel for the collection of summer taxes for TCAPS, and a five-year agreement with Traverse Bay Area Intermediate School District (TBAISD) at \$.33 per parcel for the collection of summer taxes for TBAISD, such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.
- e. the annual resolution designating bank depositories for City funds and authorizing the City Treasurer/Finance Director to make deposits and invest funds with such depositories, be adopted.
- f. a public hearing regarding year-end budget amendments for Fiscal Year 2015-2016 be scheduled for June 20, 2016.
- g. the City Manager be authorized to approve a three-year service order to Arms & Cole, in the amount of \$2,510.00 (annual fee) or \$89.67 an hour, for heating, ventilation and air conditioning services for the two parking decks and the parking systems' snow melt system at 149 East State Street, with funds available in the Parking Services fund.
- h. Removed from the Consent Calendar.
- i. the Mayor and City Clerk execute an agreement with the Northern Michigan Railroad Club and Great Lakes Children's Museum for the management and marketing of the annual Festival of Trains event at the City-owned Carnegie Building, for calendar year 2016, with the City Manager to be authorized to extend the agreement for up to two, one-year terms, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- j. an amendment to the Traverse City Code of Ordinances, Chapter 279,

Clarification of Member Voting Rights and Committee Name, which would clarify committee member voting rights and the name of the Committee, be introduced and scheduled for possible enactment on June 20, 2016.

- k. the resolution recommending approval of the request for a new Winery Tasting Room license from Shady Lane Partners, LLC, be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Shady Lane Partners, LLC, to operate such license at 215 East Front Street.
- l. the City Manager be authorized to issue a purchase order to Valley City Signs, in the amount of \$13,508, plus the cost of freight, for 320 individual stall ID signs, 36 Pay Here signs, 12 mounting brackets, and 12 base plate covers, with funds available in the Parking System Funds.

CARRIED unanimously.

**Items removed from the Consent Calendar**

a.

Consideration of approving on-street parking and off-street parking meter rates for trailers and oversized vehicles.

The following addressed the Commission:

Marty Colburn, City Manager  
Rick Buckhalter, 932 Kelley Street  
Nicole VanNess, Parking Administrator

Moved by Lewis, seconded by Haas, that the City Commission concurs with the oversized vehicle and vehicle with trailer parking meter rate of \$2 per hour as recommended by the Downtown Development Authority Board of Trustees as described in the memo from the Downtown Development Authority Executive Director dated May 31, 2016; and that the City Clerk certify this new rate in the City's Directory of Charges.

CARRIED unanimously.

**3. Old Business****3(a).**

Consideration of amending the option to purchase and exercising the option at 145 West Front Street.

The following addressed the Commission:

Marty Colburn, City Manager

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Lewis, seconded by Shamroe, that the Mayor and City Clerk execute the first amendment to the option agreement with Great Lakes Central Properties 145, LLC and Great Lakes Central Properties 124, LLC (dated October 26, 2015, and authorized September 8, 2015), as described in the June 1, 2016, communication from the Grand Traverse County Deputy Director of Planning and Development and the Downtown Development Authority Executive Director, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the City exercise the option to purchase the property located at 145 West Front Street pursuant to the terms of the Option Agreement dated October 26, 2015, and amended June 6, 2016; and that the Mayor and City Clerk execute any documents necessary to exercise the option and close on the purchase of the property, such documents subject to approval as to their substance by the City Manager and their form by the City Attorney.

Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes - Haas, Howe, Lewis, Shamroe, Werner, Carruthers.

No - Richardson.

CARRIED.

**3(b).**

Consideration of various actions in connection with the Fiscal Year 2016-2017 Budgets, including the City of Traverse City, Traverse City Light and Power, and Downtown Development Authority.

Moved by Lewis, seconded by Haas, that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Howe, seconded by Haas, that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Howe, that the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Haas, seconded by Werner, that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Haas, that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Lewis, seconded by Werner, that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2016-2017, including the Capital Improvement Plan, be adopted.

CARRIED unanimously.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Haas, seconded by Shamroe, that the Resolution Adopting The City of Traverse City Fiscal Year 2016-2017 Comprehensive Annual Budget Report, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Haas, that the Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund, be adopted.

Lauren Tribble-Laucht, City Attorney

Commissioner Shamroe, with agreement by Commissioner Haas, withdrew the motion; and it was the consensus of the Commission that this item be presented to the City Commission on its June 20, 2016, Regular Meeting agenda.

CARRIED unanimously.

#### **4. New Business**

##### **4(a).**

Consideration of a request from Commissioner Gary Howe for the City Commission to adopt a resolution in support of the Charter Township of Garfield's request that the State of Michigan convey a 40-acre parcel southwest of the Commons Natural Area to the township.

Moved by Howe, seconded by Lewis, that the Resolution in Support of the Charter Township of Garfield's application to the State of Michigan to have the 'State 40' conveyed to it, be adopted.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

**4(b).**

Consideration of authorizing an out-of-scope services agreement with CH2M, the operator of the City's Wastewater Treatment Plant, for it to propose revisions to the City's Sewer Ordinance and other documents and processes to comply with new federal regulations.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Haas, that the Mayor and City Clerk execute an Out-of-Scope Letter of Agreement with CH2M at an estimated cost of \$31,340, for it to update the City's and participating townships' sewer use ordinances and also to update the enforcement response plan as part of the Industrial Pretreatment Program, in light of recent changes to federal regulations, with the scope more fully described in the May 9, 2016, letter of agreement, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Wastewater Fund.

CARRIED unanimously.

**4(c).**

Consideration of approving an amendment to the Aircraft and Rescue Firefighting Agreement with the Northwest Regional Airport Commission, which extends the agreement for the Fire Department to provide rescue and firefighting services at the Cherry Capital Airport for a period of six months. (5 affirmative votes required)

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Richardson, that the Mayor and City Clerk execute an amendment to the agreement with the Northwestern Regional Airport

Commission (authorized November 3, 2003, and amended July 17, 2006, September 15, 2008, May 18, 2009, and May 20, 2013), for professional firefighting services at the Cherry Capital Airport, at an hourly rate of \$49.31 per hour, and which extends the agreement to December 31, 2016, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

## **5. Appointments**

### **5(a).**

Consideration of appointment of two members to the Historic Districts Commission.

Moved by Richardson, seconded by Shamroe, that Suzannah Tobin be reappointed to one three-year term expiring June 30, 2019, seat previously held by Suzannah Tobin, and Jackie Shinnars be appointed to one three-year term expiring June 30, 2019, seat previously held by Ken Zacks, on the Historic Districts Commission, both terms effective June 30, 2016.

CARRIED unanimously.

### **5(b).**

Consideration of appointment by the City Commission of one of its members to the Traverse City and Charter Township of Garfield Recreational Authority Board.

Moved by Howe, seconded by Shamroe, that Commissioner Lewis be appointed to one three-year term expiring June 30, 2019, seat previously held by Commissioner Howe, on the Traverse City and Garfield Township Recreational Authority Board of Directors.

CARRIED unanimously.

## **6. Reports and Communications**



The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Report from the Mayor serving on the Downtown Development Authority.
  2. Report from Commissioners serving on the Light and Power Board.
  3. Report from the Mayor and Commissioner serving on the Planning Commission.
  4. Report from Commissioners serving on other boards.
  5. Minutes of the Planning Commission meetings of March 1, 2016, and April 5, 2016.
  6. Minutes of the Traverse City Light and Power Board meetings of April 12, 2016, and April 26, 2016.
  7. Minutes of the United States Coast Guard Committee meeting of April 7, 2016.
  8. Minutes of the Act 345 Retirement System meeting of February 24, 2016.
  9. Certification of the City's contribution to the Act 345 Retirement System from the City Treasurer/Finance Director dated June 1, 2016.
  10. Quarterly Financial Report from the City Treasurer/Finance Director

for the third quarter which ended March 31, 2016.

- e. Reports and correspondence from non-City officials.
  - 1. Resolution of the Leelanau County Board of Commissioners expressing appreciation to local units of government, specifically the Traverse City Fire Department, for keeping residents of Leelanau County safe and secure.
  - 2. April 2016 Monthly Operations Report for the Wastewater Treatment Plant from CH2M.

## **7. Public Comment**

The following addressed the Commission:

- 1. Reserved.

None.

- 2. General.

Rick Buckhalter, 932 Kelley Street  
Chris Maxbauer, 503 West Eighth Street, Grand Traverse County  
Commissioner  
Bill Wiesner, 7998 East Fouch Road, Elmwood Township  
Nicholas Sica , 708 North Dockside Circle E-3, Suttons Bay  
Ann Rogers, 1236 Peninsula Drive  
Mary Eschbach, 1445 East Maple Wing, Cedar  
Dave Petro, 9988 Riley Road, Interlochen  
Liz Hart, CH2M  
Mayor Jim Carruthers  
Marty Colburn, City Manager

- 3. Mayor and City Commissioners.

None.

**8. Adjournment**

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:06 p.m.

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Benjamin Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)